



Sir John Cass's Foundation and Red Coat C of E Secondary School & Sixth Form College

Headteacher: Mr P. Woods

JOB DESCRIPTION

Post Title:

Deputy Headteacher

Grade:

L26-29

Date Issued:

Responsible to: Headteacher

Responsible for: TBA

The job description should be read in connection with the duties of a Deputy Headteacher as set out in the current School Teachers' Pay and Conditions Document.

CORE PURPOSE

To be responsible for the management of specific whole school developments and in conjunction with the Headteacher and other Deputy Headteachers, the management of all the staff and the general organisation of the school. To carry out ad hoc duties delegated by the Headteacher.

To be responsible for the learning and achievement of all students in the classes allocated and ensuring that all students achieve the highest standards of work and conduct.

To build relationships based on mutual respect, and at all times observe proper boundaries appropriate to a teacher's professional position.

To be proactive and effective in collaborating with learners, parents/carers, governors, other staff and external agencies in achieving the best outcomes for students.

To be responsible for promoting and safeguarding the welfare of children and young people within the School.

The job description should be read in conjunction with the Core Standards for all leaders.

KEY RESPONSIBILITIES

Faith, Vision and Values

To maintain a positive Christian ethos, which recognises the dignity of each individual and is reflected in the day to day life of the school.

1. To encourage staff, students, parents and all involved in the life and work of the school to understand and share its vision, mission and aims as a Christian educational community.
2. To help lead the school as a successful and inclusive learning community that ensures all students are developed to their full potential.
3. To develop the Christian worship and witness of the school so that these meet the needs of students and staff and effectively present the joys and challenges of the Gospel.
4. To ensure that every students, irrespective of cultural or social background, is valued as an individual.

Strategic Direction and Development of the School

To work with the Headteacher to develop a strategic view for the development of the school within a local and national context. This will involve in conjunction with others:

1. Leading by example, providing vision and motivation for staff and students.
2. Assisting the Headteacher in formulating whole School Policy and its implementation.
3. Assisting in the production of a School Development Plan each year.
4. Helping to ensure that the management, finance, organisation and administration of the school support its vision and aims, ensuring that policies and procedures operate effectively.
5. Liaising with external agencies.

Line Management

General Management and Team Responsibilities as delegated by the Head teacher. This will include the Line Management of a number of departments and year groups.

Progress and Learning

1. To lead the implementation process of departmental and team plans and their subsequent monitoring and evaluation with an emphasis on impact across a key stage and for identified departments.
2. To line manage and support departments or curriculum areas in the school, as delegated by the Head teacher.
3. To lead on the strategic development of the Teaching School and the 'outward facing' nature of the school.
4. To ensure outstanding behaviour for learning.

DUTIES AND RESPONSIBILITIES FOR ALL TEACHING STAFF

Teaching

1. To meet all educational requirements specified within the learning area or adopted by the School and comply with relevant frameworks and guidance which set out the

professional duties, responsibilities and standards of teachers (e.g. Teachers' Standards).

2. To plan and teach lessons and sequences of lessons to classes they are assigned to teach, within the context of the School's plans, curriculum and schemes of work.
3. To be aware of the students' knowledge and capabilities and be accountable for their attainment, progress and outcomes.
4. Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
5. Participate in arrangements for preparing students for external examinations.

School Wide Organisation

6. Contribute to the development, implementation and evaluation of the School's policies, practices and procedures, in such a way as to support the School's values and vision.
7. Work with others in curriculum and/or students development to secure co-ordinated outcomes.
8. To be responsible for the administration of specific aspects of the Learning Area as allocated by the Head of Department.
9. To be a form tutor and play a full part in the support of students.

Health, Safety and Discipline

10. Promote the safety and wellbeing of students.
11. Maintain good order and discipline among students.

Management of Staff and Resources

12. Direct and supervise support staff assigned to them, and where appropriate, other teachers.
13. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
14. Deploy resources delegated to them.

Professional Development

15. Participate in arrangements for the appraisal and review of their own performance and, that of other teachers and support staff including induction.

Communication

16. Communicate with students, parents and carers as necessary; write reports and attend meetings as required.

Working with Colleagues and other relevant professionals

17. Collaborate and work with colleagues and other relevant professionals within and beyond the School.

Please note this Job Description is indicative in the first instance and precise role and responsibilities will be agreed at a later date and then reviewed from time to time.

Equal opportunities statement

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

Child protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

Commensurate statement

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

Signed Postholder _____ **Date** _____
(PRINT NAME & SIGN)

Signed Heateacher _____ **Date** _____